

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD TUESDAY, SEPTEMBER 02, 2025, BEGINNING AT 9:00 A.M.  
IN DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Deputy Clerk-Auditor Hadley Cardwell, Emergency Management Director Josh Phillips, Clerk-Auditor Chelise Jessen, Human Resource Director Judy Stevenson, Treasurer Stephen Potter, Centennial Event Center Director Mindi Crowley, Centennial Event Center Coordinator and Fair Assistant Jayden Sillert, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***

*(9:00 a.m.)*

Chairman Miles welcomed everyone to the meeting.

***Pledge of Allegiance***

*(9:01 a.m.)*

***Discussion & Consideration of Purchasing Equipment for Antenna TV***

*(9:01 a.m.)*

Commissioner Killian explained that the antenna TV system needs to be upgraded for the Duchesne area. The other sites have been upgraded. This should keep the system functioning for a while. The parties discussed the need for TV and the ability to send out emergency communications. The cost for the equipment from Technalogix is \$87,950. This doesn't include freight cost. The parties discussed the cost and expense of upgrading the systems to fiber. *Commissioner Killian made a motion to purchase the equipment to upgrade the Duchesne/Fruitland antenna TV site for \$87,950.00. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Emergency Management Update***

*(9:11 a.m.)*

Emergency Management Director Josh Phillips updated the public on the current fire situation. The rain has helped the area and fires. The Beulah fire is still zero percent contained. It is a naturally growing fire, and now a healthy burn. There were a couple of single-tree fires in the County. Tabiona Fire Engine 165 is currently in California responding to a fire. The parties discussed the upcoming training and the current billing for firefighters and equipment. There is a chance of thunderstorms this week.

***Discussion & Consideration of the Board of Equalization (BOE) Adjustments***

*(9:23 a.m.)*

Clerk-Auditor Chelise Jessen presented a list of two parcels from August 24, 2025, through August 30, 2025. The parcel's values were adjusted, and the report shows the reason for each parcel. The parties discussed the adjustments. *Commissioner Chugg made a motion to approve the BOE Adjustments as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Auditor's Office – Vouchers***

*(9:25 a.m.)*

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 170188 through 170248, dated September 2, 2025, totaling \$223,875.75. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for September 2, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Assessor's Office – Tax Adjustments***

*(9:28 a.m.)*

Treasurer Stephen Potter presented the tax adjustments for the Treasurer's office. The property is state-assessed and collected from parcel 00-0901-4717. The code needs to be updated to reflect the local state assessed value for a credit of \$612.22. *Commissioner Chugg made a motion to approve the tax adjustments as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Consideration of Minutes of the Combined Commission Meeting held August 25, 2025***

*(9:33 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on August 25, 2025. *Commissioner Killian made a motion to approve the minutes for August 25, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Consideration of Minutes of the Commission Public Hearing Meeting held August 25, 2025***

*(9:39 a.m.)*

The parties reviewed the combined minutes of the Commission Public Hearing meeting held on August 25, 2025. *Commissioner Killian made a motion to approve the minutes from the Public Hearing on August 25, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Discussion of Possible Subjects for the Next Meeting***

*(9:40 a.m.)*

### ***Calendaring & Weekly Update on Events***

*(9:43 a.m.)*

### ***Closed Session – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation***

*(9:56 a.m.)*

*Commissioner Chugg made a motion to go in and out of a closed session to discuss: Pending or Reasonably Imminent Litigation. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Consideration to take action during the closed session***

*(10:16 a.m.)*

No action to be taken.

***Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual***

*(10:19 a.m.)*

*Commissioner Killian made a motion to go in and out of a Closed Session to discuss: the character, professional competence, or physical or mental health of an individual. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Consideration to take action during the closed session***

*(10:41 a.m.)*

*No action to be taken.*

***Adjournment***

*(10:41 a.m.)*

*Commissioner Chugg made a motion to adjourn the meeting at 10:41 a.m. Commissioner Miles stated that the end of the agenda had been reached, and the meeting was adjourned.*

*Read and approved this on the 22<sup>nd</sup> day of September 2025.*

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*Greg Miles*

*Commission Chairman*

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*Chelise Jessen*

*Clerk-Auditor*

*Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes*